

**OPERATIONS SUPPORT**

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**1. Objective.** As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard manpower standard (ANGMS) quantifies the full-time manpower required to accomplish the tasks described in the work center description for varying levels of workload.

**2. Authority.** AFMAN 23-110, *USAF Supply Manual* (formerly designated as AFM 67-1), contains USAF and ANG policy and procedural guidance for the Operations Support work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5.

**3. Applicability.** This standard applies to all ANG flying units operating a Standard Base Supply System (SBSS). This standard applies to peacetime operations only.

**4. Standard Data:**

a. Classification. Type II.

b. Approval Date. 10 May 1994.

c. Man-hour Data Source. Operational Audit method (historical record and technical estimate techniques).

d. Standard Man-hour Equation.  $Y = 230.1 + 0.02306X$ .

e. Workload Factor:

(1) Title. A Transaction.

(2) Definition. The average monthly number of total transactions processed by SBSS. Use the most recent 12 months data.

(3) Source. The Base Supply Management Report (M-32), Part 2, Index Page Title "Transaction Summary," applicable page, under "Type Transaction" column, Total Trans (This SD) count total for all accounts.

**5. Application Instructions:**

a. The valid man-hour range for this ANGMS is 426.07 through 1577.97.

b. This ANGMS is appropriate for use with all peacetime civilian man-hour availability factors.

c. Determine the whole manpower requirements for this work center by substituting the appropriate workload value in paragraph 4e for the x value in the man-hour equation in paragraph 4d. The resultant number will be divided by the current civilian man-hour availability factor which will produce fractional manpower requirements. Use the fractional manpower table provided by ANGRC/XPME to determine requirements.

d. Refer to attachment 2, AF Form 1113, Standard Manpower Table, to determine specific Air Force specialties.

**6. Statement of Conditions.** The conditions listed below had no affect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:

a. Minimum response rates.

b. Minimum manpower levels.

c. Standardized crew complements.

d. Safety considerations.

e. Aircraft turn-around time.

f. Length of waiting periods.

g. Levels of backlog.

h. Hours of operation.

**DONALD W. SHEPPERD**  
**Major General, USAF**  
**Director, Air National Guard**

**OFFICIAL**

**DEBORAH GILMORE**  
**Chief**  
**Administrative Services**

**2 Attachments**  
**1. Work Center Description**  
**2. Standard Manpower Table**

**SUMMARY OF CHANGES.** This ANGMS is a total revision of the 15 Jan 89 standard. It contains the latest policies, practices, and procedures of the Operations Support work center.

**WORK CENTER DESCRIPTION**  
**Operations Support**

**DIRECT:****1. DEMAND PROCESSING:****1.1. PROCESSES ISSUE REQUEST ON-LINE:**

**1.1.1. PREPARES REQUEST FORM.** Receives request by walk-in, mail, telephone, tape recorder, or other means. Discusses request with requester and prepares issue request.

**1.1.2. PROCESSES REQUEST.** Reviews request to assure all required entries are correct. If no National Stock Number (NSN), inputs data into terminal. If no NSN is loaded, forwards to research for action.

**1.1.3. REVIEWS COMPUTER-GENERATED MANAGEMENT NOTICE.** Reviews notice, determines action, annotates accepted action on issue suspense document, and files.

**1.1.4. PROCESSES DUE-OUT NOTICE.** Receives and reviews due-out notice. Forwards notice to affected organization.

**1.1.5. REVIEWS REJECT NOTICE.** Reviews and researches reject. Corrects and inputs data into terminal or prepares reject clear document.

**1.1.6. PROCESSES WASH POST REQUEST.** Reviews request for accuracy and completeness, assigns activity code and document number, and forwards to appropriate agency.

**1.1.7. PROCESSES WAREHOUSE REFUSAL.**

**1.1.8. PROCESSES KILL NOTICE.** Screens management notice for other asset availability and coordinates with requesting agency.

**1.1.9. REQUESTS VERIFICATION.** Calls Maintenance Supply Liaison (MSL) or applicable shop, informs no asset availability, annotates issue request, and suspenses. Screens management notice for other asset availability, conducts other research if applicable Interchangeability & Substitute Grouping on FEDLOG computer research system.

**1.1.10. TERMINATES REQUEST.** Terminates request at direction of Material Control or organizational representative. Posts suspended issue request and files.

**1.1.11. FORWARDS REQUEST TO MISSION SUPPORT SECTION.** Receives verification that requested item is to be processed as Mission Capable (MICAP). Annotates issue request and forwards to MICAP.

**1.1.12. PREPARES COMPUTER GENERATED LISTING.** Prepares computer products. Reviews listing for accuracy to determine due-outs and due-ins.

**1.2. PROCESSES ISSUE REQUEST OFF-LINE (POST-POST):**

**1.2.1. PREPARES REQUEST FORM.** Receives request by telephone, radio, walk-in, or other means. Discusses request with requester and prepares issue request.

**1.2.2. RESEARCHES MANAGEMENT LISTING.** Ascertains warehouse location for available substitute item and posts to request form.

**1.2.3. COORDINATES WITH STORAGE AND ISSUE.** Coordinates with Storage and Issue to determine the availability of the requested item.

**1.2.4. RECEIVES NOTIFICATION FROM STORAGE AND ISSUE.** Receives notification from Storage and Issue, prepares issue document, when required, and forwards to Storage and Issue.

**1.2.5. PROCESSES POST-POST RECOVERY.** Inputs into terminal, verifies accuracy, and processes management notice. Files suspense copy.

**1.2.6. PROCESSES REQUEST FOR DUE-OUT REQUIRING VERIFICATION.**

**1.3. UPDATES MANAGEMENT LISTING.**

**2. MISSION SUPPORT:**

**2.1. PROCESSES MICAP REQUEST:**

**2.1.1. ASSURES NONAVAILABILITY.** Receives MICAP notification and calls warehouse, Readiness Spares Kit (RSK), or other location to assure nonavailability of item.

**2.1.2. PERFORMS RESEARCH.** Researches for interchangeable, substitute, or next higher assembly data to fill requirement.

**2.1.3. INPUTS DATA INTO MICAP AUTOMATED SOURCING SYSTEM (MASS).**

**2.1.4. REQUISITIONS ON-LINE.** Receives kill notice and inputs issue data into MASS.

**2.1.5. REQUISITIONS OFF-LINE:**

**2.1.5.1. TRANSCIEVES OR CALLS IN REQUEST.** Prepares and transceives AOX Military Standard Requisitioning and Issue Procedure (MILSTRIP) to source or supply.

**2.1.5.2. PREPARES AND INPUTS KILL ISSUE REQUEST AND SPECIAL REQUISITION (SPR).**

**2.1.5.3. PREPARES AND TRANSMITS B9X (MICAP REPORT CARD).**

**2.2. REQUISITIONS LATERAL:**

**2.2.1. CHECKS STOCK NUMBER USERS DIRECTORY (SNUD) MASTER BASE LIST.** Checks SNUD to determine bases with loaded stock numbers.

**2.2.2. CALLS BASE.** Calls base listed on MASS list until property available for shipment is located.

**2.2.3. PREPARES AND PROCESSES SPR AND AEL.**

**2.3. PERFORMS FOLLOWS-UP ON REQUISITION:**

**2.3.1. CALLS DEPOT.** Calls depot to follow-up on requisition if status is not received within suspense.

**2.3.2. CALLS ITEM MANAGER (IM).** If bad status is received, calls IM to determine when the item will be available for release.

**2.3.3. PREPARES AND PROCESSES AUTOMATED FOLLOW-UP CARD.**

**2.3.4. PREPARES SUPPLY ASSISTANCE OR DIFFICULTY CORRESPONDENCE.** Researches, drafts, and forwards supply assistance or difficulty correspondence to the IM, or depot.

**2.3.5. COORDINATES WITH SOURCE OF SUPPLY.** Contacts source of supply to follow-up on item not received within MILSTRIP time frame.

**2.3.6. INPUTS STATUS DATA INTO TERMINAL.** Inputs AEL/ASX status using information obtained from shipper.

**2.3.7. COORDINATES WITH HIGHER HEADQUARTERS.** Calls higher headquarters for assistance when notified of delay status.

**2.4. PROCESSES CANCELLATION:**

**2.4.1. REVIEWS AND RESEARCHES CANCELLATION NOTICE.** Receives cancellation notice, reviews and researches for cause of cancellation, and determines course of action.

**2.4.2. COORDINATES ACTION.** Contacts agencies for additional information.

**2.4.3. TAKES CORRECTIVE ACTION.** Processes computer input or correspondence to correct situation.

**2.5. PROCESSES CANNIBALIZATION (CANN):**

**2.5.1. INPUTS DATA INTO TERMINAL.** Receives information from maintenance and inputs into terminal.

**2.5.2. PREPARES AND PROCESSES CANN.**

**2.6. UPDATES RECORD:**

**2.6.1. UPDATES MICAP RECORD.** Updates checklist and MICAP management product. Updates MASS with MICAP information pertaining to all current status regarding delayed backorders, lateral support, and depot support.

**2.6.2. CALLS MAINTENANCE.** Notifies MSL of update.

**2.7. PROVIDES IN-LINE LATERAL SUPPORT:**

**2.7.1. RUNS INQUIRY.** Receives call, records data, and runs inquiry.

**2.7.2. CONFIRMS BALANCE.** Confirms on-hand balance of item.

**2.7.3. INFORMS REQUESTER OF BALANCE AND OBTAINS SHIPPING DATA.**

**2.7.4. INPUTS SHIPMENT (SHP) INTO TERMINAL.**

**2.8. PROVIDES OFF-LINE LATERAL SUPPORT:**

**2.8.1. RECEIVES CALL AND RECORDS INFORMATION.** Receives call from another base requesting lateral support and records information.

**2.8.2. CHECKS STOCK NUMBER DIRECTORY (SND).** Checks SND and other listing to determine if item is loaded.

**2.8.3. CONFIRMS ITEM AVAILABILITY.**

**2.8.4. INFORMS REQUESTER OF BALANCE AND OBTAINS SHIPPING DATA.**

**2.8.5. PREPARES AND FORWARDS DOCUMENT.** Manually prepares shipping document using information obtained from the requester and forwards to storage location.

**2.9. PROCESSES MICAP INTERROGATION NOTICE REPORT:**

**2.9.1. RESEARCHES RECORD.** Researches record for information pertaining to the reject.

**2.9.2. INPUTS CORRECTED DATA INTO TERMINAL.** Prepares and inputs corrected data into terminal.

**2.10. EXPEDITES RELEASE OF PROPERTY.** Prepares or directs the release of the property.

**2.11. REVIEWS DAILY REJECT LISTING:**

**2.11.1. REVIEWS LISTING.** Reviews listing to identify those rejects pertaining to Mission Support and makes annotations.

**2.11.2. CLEARS REJECT.** Researches to identify reject and clears reject or prepares clear data.

**2.12. ARRANGES PILOT PICK-UP.** Arranges pilot pick-up of property by coordinating with appropriate agency.

**2.13. ARRANGES LOCAL PICK-UP.** Arranges pick-up of lateral support property by coordinating with appropriate agency.

**2.14. PREPARES FOR AND ATTENDS MICAP MEETING.**

**2.15. PROCESSES MICAP UPGRADE/DOWNGRADE/CANCELLATION.**

**3. RESEARCH:**

**3.1. PROCESSES ITEM NOT LOADED OR PART NUMBER REQUEST:**

**3.1.1. PERFORMS RESEARCH:**

**3.1.1.1. RESEARCHES ITEM NOT LOADED BY STOCK NUMBER.** Receives and reviews request and reject notice. Determines required action, and researches using computerized research system D043A or the CD ROM FEDLOG system.

**3.1.1.2. RESEARCHES FOR PART NUMBER.** Receives and reviews request. Determines required action, and researches MCRL-1,-3, off-line files, and/or other available management tool.

**3.1.2. INPUTS ITEM RECORD LOAD:**

**3.1.2.1. LOADS ITEM DESCRIPTION.** Inputs item description for locally procured items into the Base Contracting Automated System (BCAS).

**3.1.2.2. RECONCILES MISMATCH LIST BETWEEN SBSS AND BCAS.**

**3.2. PERFORMS SUPPORT RESEARCH:**

**3.2.1. VERIFIES PRICE ON POSSIBLE OVERCHARGE.** Performs research to verify correct price on item.

**3.2.2. RESEARCHES CANCELLATION STATUS.** Reviews notification and researches cancellation status from depot for replacement item.

**3.2.3. DETERMINES INTERCHANGEABLE AND SUBSTITUTE (I&S) COMPATIBILITY.** Performs research to determine I&S compatibility.

**3.2.4. PROCESSES REQUEST FOR ADDITIONAL DESCRIPTION.** Reviews request from contracting and performs research to obtain additional description.

**3.2.5. RESEARCHES CUSTOMER REQUEST.** Reviews inquiry, performs research on problem encountered by customer, and answers customer inquiry.

**3.3. RESEARCHES ON NONMASTER REFERENCE LISTING (NON-MRL).** Performs research on NON-MRL item and returns to appropriate agency.

**3.4. MAINTAINS OFF-LINE SUPPORT FILE:**

**3.4.1. PURGES ACTIVE FILE.** Checks against file to determine if stock number has been assigned and purges file.

**3.4.2. UPDATES FILE.** Updates DD Form 1348-6, Non-NSN Requisition (Manual) file from D04, Daily Document Register, or other listing.

**3.4.3. ASSIGNS L OR P SERIALIZED STOCK NUMBER.** Annotates record data for assignment of L or P serialized stock number.

**3.5. MAINTAINS CENTRAL RESEARCH FILE AND PUBLICATION.** Determines need, requisitions, receives, distributes, files, and updates publication.

**3.6. REVIEWS REJECT LISTING:**

**3.6.1. REVIEWS LISTING.** Reviews listing and identifies those rejects pertaining to Research.

**3.6.2. TAKES CORRECTIVE ACTION.** Researches to identify reason for reject. Prepares reject clear card data and forwards to reject monitor.

**4. RECORDS MAINTENANCE:**

**4.1. MAINTAINS ITEM RECORD:**

**4.1.1. PREPARES "FIC/FCU/FID/ISC" REQUEST.** Initiates request, performs research, and inputs into terminal.

**4.1.2. RECEIVES "FIL/FNL" DATA.** Receives input for completed load. Reviews for error, makes necessary correction, and updates SND.

**4.2. REVIEWS, LOADS, AND VERIFIES SUPPORT RECORD:**

**4.2.1. LOADS OR CHANGES ROUTING IDENTIFIER RECORD.** Assists computer support base (CSB) in loading or change routing identifier record.

**4.2.2. COORDINATES ORGANIZATION RECORD CHANGE.**

**4.2.3. COORDINATES SHIPPING DESTINATION RECORD.** Receives "BDR" management notice, coordinates with CSB, and maintains the Department of Defense Activity Address List.

**4.2.4. COORDINATES STANDARD REPORTING DESIGNATOR RECORD (SRD).** Coordinates SRD with CSB.

**4.2.5. COORDINATES EXCEPTION PHRASE RECORD:**

**4.2.5.1. RESEARCHES, LOADS, CHANGES, DELETES APPLICATION CODES ON ITEM RECORD.**

**4.2.5.2. RESEARCHES, LOADS, CHANGES, DELETES STANDARD PRICE, FORECAST PRICE, NET PRICE, AND MANAGER DESIGNATOR CODE FOR BUDGET CODE 8 ASSETS.**

**4.2.5.3. RESEARCHES, LOADS, CHANGES, AND DELETES DELIVERY DESTINATION RECORDS.**

**4.3. MONITORS FREEZE CODE:**

**4.3.1. ANNOTATES AND FILES FREEZE NOTICE.** Receives and files Freeze Code Load/Delete. Annotates freeze code A notice in accordance with manual.

**4.3.2. SCREENS FREEZE CODE LISTING.** Screens and purges freeze code suspense file.

**4.3.3. DIRECTS/REMOVES FREEZE CODE.** Removes or notifies each section responsible for frozen item records of the records requiring prompt clearance.

**4.4. MAINTAINS SND AND DAILY DOCUMENT REGISTER:**

**4.4.1. RECEIVES, UPDATES, AND FILES SND.**

**4.4.2. RECEIVES AND FILES DAILY DOCUMENT REGISTER.**

**4.4.3. CHECKS SUSPENSE.** Verifies accuracy of Records Maintenance suspense document. Corrects and inputs discrepancy.

**4.4.4. REVIEWS AND VERIFIES THE LOCAL EXPENDABILITY RECOVERABILITY REPAIRABILITY CODE.**

**4.5. MAINTAINS OTHER LISTING.** Maintains the Interchangeability and Substitute Grouping Listing, Organizational Effectiveness Report, Indicative Data Portion, Routing Identifier Record Listing, Exception Phrase Listing, Shipping Destination Record Listing, and Repair Cycle Data Listing.

**4.5.1. REPLACES LISTING.**



**4.5.2. CHECKS STOCK LIST.****4.5.3. POSTS LISTING.****4.5.4. RESEARCHES AND VERIFIES INFORMATION ON THE INTERNAL SURVEILLANCE DATA LISTING.****4.6. PREPARES REQUEST FOR CATALOGING DATA OR ACTION:**

**4.6.1. RECEIVES MANAGEMENT NOTICE.** Receives request for research action, management notice, or directive. Screens reference control log and creates suspense.

**4.6.2. PERFORMS RESEARCH.** Runs inquiry, coordinates with customer if necessary, researches stock list or catalogue, and obtains necessary information.

**4.6.3. PREPARES SHORT OR LONG AF FORM 86, REQUEST FOR CATALOGING DATA/ACTION.** Hand scribes data on all required blocks of AF Form 86 or uses computerized data information system D143C and assigns control number.

**4.6.4. SUBMITS BZA/BZB.** Proofs data and prepares for transmission. Maintains active and completed file. Places duplicate copy of AF Form 86 in active file when prepared. Upon receipt of AFMC completed notice, annotates data received, pulls all records from the active file, and places in completed file. Posts AF Form 86 log.

**4.6.5. RECEIVES RESPONSE.** Receives BBS response from Air Force with estimated completion date, files response in back of BZA/BZB file, and posts data in AF Form 86 control log. Submits request for cancellation by duplicating AF Form 86, printing "DELETE" across the face, and mails to the Suspense and Control System.

**4.6.6. PERFORMS FOLLOW-UP.** Reviews AF Form 86 control log. Prepares and submits "BZH," prepares and submits additional "B2H" in required increments. Files copy.

**4.6.7. ACCOMPLISHES RECONCILIATION.** Reviews AF Form 86 control log, destroys all completed requests over 90 days old, sorts cross-reference file into control number sequence, and purges cross-reference file.

**4.6.8. PREPARES REPLY TO CUSTOMER ON AF FORM 86 ACTION.**

**4.7. MAINTAINS REPORTING ORGANIZATION FILE.** Receives file, compares to organization list, and makes changes when necessary.

**4.8. REVIEWS REJECT LISTING:**

**4.8.1. REVIEWS LISTING.** Reviews listing to identify those discrepancies pertaining to Records Maintenance.

**4.8.2. TAKES CORRECTIVE ACTION.** Researches to identify problem. Prepares clear card data and forwards to reject monitor.

**4.9. COORDINATES STANDARD REPORTING DESIGNATOR (SRD) UPLOAD:**

**4.9.1. UPLOADS SRD.**

**4.9.2. REVIEWS SRD LISTING.**

**4.9.3. PERFORMS ANNUAL VALIDATION.**

**5. WAR READINESS MATERIAL (WRM):****5.1. MAINTAINS RSK OR MISSION SUPPORT KIT (MSK):**

**5.1.1. REVIEWS RSK/MSK AUTHORIZATION DOCUMENT.** Reviews document for completeness.

**5.1.2. PROCESSES RSK/MSK RECONCILIATION.** Prepares work request and coordinates with appropriate agency.

**5.1.3. RESEARCHES AND COORDINATES CHANGE.** Receives and reviews listing, performs research, and coordinates on note coded item (1, 3, or 4).

**5.1.4. MAKES CHANGE.** Makes appropriate add, change, or delete to authorization list.

**5.1.5. TURNS IN PROPERTY.** Prepares input, keys into terminal, obtains output, and forwards document and property to warehouse.

**5.1.6. BACKORDERS STOCK.** Receives and reviews WRM requirement for budget codes I and 9 Items Listing, Q07. Prepares issue and inputs into terminal.

**5.1.7. RECEIVES PROPERTY:**

**5.1.7.1. RECEIVES, WEIGHS, AND BINS ITEM.**

**5.1.7.2. ASSIGNS LOCATION.** Assigns location, physically moves item, prepares input, inputs into terminal, and annotates RSK inventory listing.

**5.1.8. PERFORMS RSK/MSK CALIBRATION FUNCTIONAL CHECK.** Determines item requiring functional check, prepares input, and selects and removes item from kit. Inputs into terminal and forwards document and item for delivery.

**5.1.9. MONITORS RSK/MSK SHELF LIFE ITEM:**

**5.1.9.1. REVIEWS LISTING.** Reviews shelf-life code listing and verifies expiration date.

**5.1.9.2. ROTATES PROPERTY.** Performs inquiry to identify location and availability. Selects and removes item from RSK/MSK and exchanges for warehouse property.

**5.1.9.3. TURNS IN OUTDATED ITEM.** Selects and removes outdated property, prepares input, inputs into terminal, obtains output, updates listing, and forwards property.

**5.1.9.4. PREPARES ISSUE DOCUMENT.** Prepares issue, inputs into terminal, obtains output, and updates.

**5.1.10. DEPLOYS RSK/MSK:**

**5.1.10.1. PROCESSES DEPLOYMENT REQUEST.** Receives request, prepares ADPM work order, and updates listing.

**5.1.10.2. PREPARES SPECIAL HANDLING CERTIFICATION.** Prepares form and files with deployment record.

**5.1.10.3. PREPARES RSK/MSK PALLET.** Selects and removes stored pallet. Inserts packing material, weighs and updates mobility load list, inventories, and bags and nets pallet.

**5.1.10.4. REQUESTS PICK-UP.** Requests RSK/MSK pick-up, assists in loading, and obtains signature.

**5.1.10.5. RETURNS FROM DEPLOYMENT:**

**5.1.10.5.1. BREAKS DOWN PALLET.** Removes net, bag, and strapping from pallet and returns to storage location.

**5.1.10.5.2. RETURNS ASSET.** Removes due-in-from-maintenance (DIFM) asset from pallet, returns repairable asset to appropriate shop, or forwards nonrepairable asset to Inspections section.

**5.1.10.5.3. ASSISTS IN INVENTORY.** Assists Inventory section in the inventory of deployed pallet.

**5.1.11. SELECTS AND REMOVES WRSK ITEM.** Travels to bin, logs out property, signs necessary form, annotates WRSD/MSK authorization listing, and delivers to Pick up and Delivery section.

**5.1.12. MANAGES COMBAT FOLLOW-ON SUPPLY SUPPORT SYSTEM:**

**5.1.12.1. IDENTIFIES AND COMPUTES FOLLOW-ON SPARES KIT (FOSK).** Coordinates, reviews, and prepares documentation. Verifies accuracy of output management listing and files.

**5.1.12.2. REVIEWS SELECTED ITEM.** Coordinates with responsible function and annotates required entry for add, change, or delete.

**5.1.12.3. RE-ESTABLISHES FOSK.** Verifies accuracy of input file, inputs data into terminal, and obtains output.

**5.1.12.4. REVIEWS OVERALL FOSK.** Coordinates and prepares request for management listing. Verifies invalid entry, takes corrective action, processes analysis, and files.

**5.1.13. INVENTORIES RSK/MSK UNIT.** Assist Inventory section in the complete inventory of all RSK/MSK units.

**5.1.14. SCREENS SUPPLY MANAGEMENT REPORT:**

**5.1.14.1. SCREENS PRIORITY MONITOR REPORT.** Matches RSK priority due-out against priority due-in, verifies requirement, and requests action on unsatisfactory status.

**5.1.14.2. REVIEWS DAILY DOCUMENT REGISTER.** Screens "Y" portion of daily document register, annotates NSN change on listing, and corrects stock number on WRSK item.

**5.1.15. MARKS ITEM REQUIRING TIME COMPLIANCE TECHNICAL ORDER (TCTO) MODIFICATION.** Identifies and marks item requiring TCTO modification maintained in WRSK/MSK, and coordinates TCTO action with appropriate shop.

**5.2. MANAGES WAR CONSUMABLE DISTRIBUTION OBJECTIVE (WCDO) PROGRAM:**

**5.2.1. REVIEWS WCDO.** Reviews WCDO and determines action.

**5.2.2. INPUTS DATA INTO TERMINAL.** Prepares input data and inputs add, change, or delete into terminal.

**5.3. PARTICIPATES IN WRM REVIEW BOARD.** Prepares for and attends WRM review board.

**6. SMALL ARMS WEAPON STORAGE:**

**6.1. ISSUES WEAPON.** Receives request and telephones security police. Travels to vault, annotates log, opens vault, inventories weapon, and issues weapon. Obtains signature, suspenses documentation, closes vault, and annotates log.

**6.2. RECEIVES WEAPON.** Receives request, travels to vault, and calls security police. Annotates log, opens vault, receives weapon, clears suspense documentation, verifies quantity of weapons returned, and closes vault. Destroys suspense documentation and annotates log.

**6.3. TESTS ALARM SYSTEM.** Travels to vault and telephones security police to test alarm system. Annotates log, opens vault, verifies operation of alarm and clears. Verifies operation of duress system and clears. Signs AF Form 2530, alarm system test record closes vault, annotates log, and returns.

**6.4. ASSISTS IN INVENTORY.** Assists in semiannual weapon inventory.

**6.5. PERFORMS END-OF-DAY SECURITY CHECK.** Travels to vault, ensures vault is secure, annotates log, and returns.

**6.6. PROCESSES TOTAL MOBILITY SMALL ARMS REQUIREMENT.** Receives and reviews requirement. Coordinates adds, changes, and deletes with affected organization.

**6.7. ENSURES PROPER STORAGE.** Opens container and visually inspects property for proper storage.

**7. MOBILITY BAG MANAGEMENT:**

**7.1. MONITORS BUILD-UP, TEAR-DOWN, OR MOVEMENT OF BAG.**

**7.2. COORDINATES MOBILITY BAG REQUIREMENT CHANGE.** Coordinates with custodian and LGX on change, deletion, or expired item.

**7.3. ASSISTS CUSTODIAN.** Assists custodian in the interpretation of procedural changes and authorization adjustment.

**8. MUNITIONS MANAGEMENT:**

**8.1. PROCESSES MUNITIONS REQUEST:**

**8.1.1. RECEIVES REQUEST.** Receives munitions issue request and verifies authorization signature.

**8.1.2. INPUTS INTO TERMINAL.** Prepares input, obtains Munitions Accountable Supply Officer approval, and inputs into terminal. Obtains output document and forwards to storing activity. Files suspense copy.

**8.1.3. RECEIVES ISSUE DOCUMENTATION.** Receives completed issue documentation and verifies accuracy. Posts lot number to original issue request and forwards to Document Control.

**8.2. PROCESSES MUNITIONS TURN-IN (TIN):**

**8.2.1. RECEIVES TIN REQUEST.** Receives munitions TIN request and verifies accuracy of data.

**8.2.2. INPUTS INTO TERMINAL.** Prepares input, certifies TIN documentation, inputs in to terminal, and forwards output.

**8.2.3. PREPARES AND INPUTS INTO TERMINAL UNSERVICEABLE DIFM DETAIL UPDATE.**

**8.3. PROCESSES MUNITIONS SHIPMENT (SHIP/TRM):**

**8.3.1. RECEIVES DIRECTIVE.** Receives shipment/disposal directive and coordinates with storing activity.

**8.3.2. INPUTS DATA INTO TERMINAL.** Prepares input, inputs into terminal, and forwards output.

**8.3.3. COORDINATES TRANSPORTATION OF ITEM WITH OTHER AGENCY.**

**8.4. MANAGES MUNITIONS SUPPLY POINT (TO INCLUDE WRM):**

**8.4.1. ESTABLISHES SUPPLY POINT.** Prepares folder and files documentation. Coordinates with using agency.

**8.4.2. PROCESSES EXPENDITURE REQUEST.** Receives, verifies, certifies, and inputs data into terminal.

**8.4.3. MAINTAINS SUPPLY POINT LISTING.** Determines requisitioning requirement. Distributes, receives, and files supply point listing.

**8.5. PROCESSES AMMUNITION DISPOSITION REQUEST (ADR):**

**8.5.1. RECEIVES REQUEST.** Receives request from storing activity. Reviews for accuracy and enters into log.

**8.5.2. PREPARES FOR SUBMISSION.** Obtains signature, endorsement, and concurrence. Prepares cover letter and forwards to directing authority.

**8.5.3. REVIEWS DISPOSITION INSTRUCTION.** Receives and reviews disposition instruction, annotates log, notifies storing activity, and suspenses awaiting action.

**8.5.4. UPDATES LOG.** Updates log and annotates ADR upon completion of disposition. Forwards to Document Control.

**8.6. MONITORS TIME CHANGE PROGRAM:**

**8.6.1. SUBMITS TIME CHANGE FORECAST.** Reviews Forecast, makes appropriate change, and submits.

**8.6.2. PROCESSES TIME CHANGE REQUIREMENT REQUEST.** Receives and reviews request, assigns document number, and files suspense.

**8.6.3. SCREENS TIME CHANGE SUSPENSE ISSUE FILE.**

**8.7. PERFORMS MUNITIONS INVENTORY.** Performs inventory on munitions account.

**8.8. MANAGES MUNITIONS REPORTING PROGRAM:**

**8.8.1. REVIEWS AND CORRECTS AS NECESSARY AND SUBMITS DAILY MUNITIONS TRANSACTION REPORT.**

**8.8.2. PROCESSES ARMS RECONCILIATION REPORT.** Coordinates with CSB to process report. Receives, screens, and reviews for accuracy. Forwards to MAJCOM.

**8.9. MANAGES ANNUAL MUNITIONS ALLOCATION FORECAST:**

**8.9.1. PREPARES FORECAST.** Coordinates with affected activity. Compiles, prepares, and forwards munitions forecast.

**8.9.2. RECEIVES ALLOCATION.** Receives allocation from MAJCOM and determines allocation for affected activity.

**8.9.3. ADJUSTS SUPPLY POINT DETAIL.** Inputs detail adjustment into computer.

**8.9.4. PROCESSES SPECIAL LEVEL.** Prepares special level deletes and loads or changes, loads, and deletes; inputs data into terminal.

**8.9.5. REQUISITIONS AUTHORIZED MUNITIONS ALLOCATION.** Inputs requisition data into terminal.

**8.9.6. PERFORMS FOLLOW-UP.** Reviews and follows-up on munitions requirement as necessary.

**8.10. PROCESSES MISSILE COMPONENT REPLACEMENT REQUEST.** Coordinates, reviews, and prepares documentation. Reports to affected agency.

**8.11. REVIEWS REJECT LISTING:**

**8.11.1. REVIEWS LISTING.** Reviews listing for rejects pertaining to Munitions Maintenance.

**8.11.2. TAKES CORRECTIVE ACTION.** Researches to identify reason for reject. Prepares reject clear data and forwards to reject monitor.

**8.12. REVIEWS DELINQUENT DOCUMENT LISTING:**

**8.12.1. REVIEWS LISTING.** Reviews listing to identify those delinquent documents pertaining to Munitions Maintenance.

**8.12.2. TAKES CORRECTIVE ACTION.** Performs research to locate document and forwards to Document Control or reaccomplishes document.

**9. REPAIR CYCLE:**

**9.1. MANAGES CRITICAL ITEM PROGRAM:**

**9.1.1. REVIEWS DIFM AND AWAITING PART (AWP) LISTING.** Reviews listing, notifies Material Control of AWP item, determines cause for delay, and coordinates priority update.

**9.1.2. REVIEWS PROBLEM ITEM LISTING.** Reviews listing. Identifies and researches discrepancy. Compares, corrects, validates, and distributes listing.

**9.1.3. LOADS OR DELETES ISSUE EXCEPTION CODE.**

**9.1.4. MAINTAINS EXCEPTION CODE CONTROL (ECC) FILE.** Receives notification and prepares or deletes ECC file.

**9.1.5. COORDINATES WITH MAINTENANCE CRITICAL ITEM MONITOR.****9.2. MAINTAINS TCTO KIT:****9.2.1. PROCESSES REQUIREMENT:**

**9.2.1.1. RECEIVES REQUEST.** Receives notification of TCTO kit requirement and verifies request against applicable technical order.

**9.2.1.2. REQUISITIONS KIT.** Requests item record load, assigns document number, and prepares and inputs data into terminal. Receives output and establishes jacket file. Forwards documentation to requesting activity.

**9.2.1.3. MONITORS STATUS.** Monitors status of kit and updates jacket file. Reviews priority monitor report for status and follows up as necessary.

**9.2.2. RECEIVES KIT.** Receives kit, checks against TO, assigns warehouse location, and reports kit discrepancy. Notifies maintenance when complete kit is obtained.

**9.2.3. ISSUES KIT.** Prepares and inputs due-out release data, annotates documentation, travels to storage location, selects and issues kit, and returns.

**9.2.4. PERFORMS RECONCILIATION:**

**9.2.4.1. UPDATES STATUS.** Reviews and distributes TCTO kit reconciliation listing to ensure status of kit is up-to-date. Prepares and inputs necessary change.

**9.2.4.2. CONDUCTS TCTO MEETING.** Schedules, prepares for, and conducts meeting with using activity. Prepares and distributes minutes of meeting. Obtains signature and files.

**9.2.5. PROCESSES EXCESS TCTO KIT:**

**9.2.5.1. CANCELS BACKORDER.** Receives notification that kit is no longer required and cancels backorder.

**9.2.5.2. REPORTS EXCESS.** Reports excess to appropriate depot.

**9.2.5.3. TURNS IN TCTO KIT.** Receives instruction to disassemble kit, disassembles kit, prepares TIN document, and turns in kit component.

**9.2.5.4. SHIPS KIT.** Receives instruction to ship kit, prepares SHP document, and inputs data. Prepares property, delivers kit and SHP document to Traffic Management Office, and cancels kit due-out.

**9.2.6. PROCESSES TRANSFERRED REQUIREMENT KIT.** Receives notice of transferred TCTO kit requirement, prepares shipping document, prepares kit for shipment, and notifies appropriate activity of shipment.

**9.3. MAINTAINS TIME CHANGE ITEM (TCI) REQUIREMENT:****9.3.1. PROCESSES REQUIREMENT:**

**9.3.1.1. SUBMITS FORECAST.** Receives, reviews, and submits TCI forecast.

**9.3.1.2. RECEIVES REQUEST.** Receives, verifies, and files request in suspense file.

**9.3.1.3. SCREENS SUSPENSE FILE.** Screens file and contacts user to verify schedule date.

**9.3.1.4. PROCESSES REQUEST.** Removes request from suspense file, assigns document number, inputs data, and receives and files output.

**9.3.2. MONITORS STATUS.** Reviews the priority monitor report to verify TCI status and notifies maintenance of cancellation.

**9.3.3. CANCELS BACKORDER.** Receives notification that part is no longer required and cancels backorder.

**9.4. MANAGES DIFM PROGRAM:**

**9.4.1. MONITORS DIFM LISTING:**

**9.4.1.1. REVIEWS DIFM LISTING.** Reviews listing to check status and location of item and coordinates with maintenance. Compares, corrects, and validates DIFM listing.

**9.4.1.2. UPDATES STATUS.** Prepares update status and inputs into terminal.

**9.4.2. REVERSE-POSTS DIFM ACTION.** Researches transaction history. Verifies technical correctness, obtains approval, and inputs reverse-post action.

**9.4.3. PERFORMS DIFM RECONCILIATION.** Coordinates with appropriate shop and verifies current status on asset location.

**9.4.4. RECEIVES BASE SUPPLY SURVEILLANCE REPORT.** Receives and reviews listing. Researches file for letter of initial issue of DIFM item. Contacts Demand Processing if a letter is not on file.

**9.4.5. MONITORS AWP PROGRAM:**

**9.4.5.1. CHECKS STATUS AND CONFIRMS REPORTING:**

**9.4.5.1.1. REVIEWS AWP LISTING.** Reviews management listing to determine current status of AWP item.

**9.4.5.1.2. INITIATES FOLLOW-UP ACTION.** Obtains improved status or requests disposition instruction.

**9.4.5.1.3. REPORTS AWP.** Reviews D19 to ensure XE7 reports are produced and transceived and response reports are received.

**9.4.5.2. PERFORMS LATERAL SUPPORT.** Checks list to determine base to contact, contacts base, processes special requisition, inputs into terminal, and annotates status.

**9.4.5.3. RECOMMENDS CROSS-CANNIBALIZATION ACTION:**

**9.4.5.3.1. RECOMMENDS ACTION.** Reviews management listing to determine possible cross-cannibalization and contacts maintenance function to determine feasibility.

**9.4.5.3.2. PROCESSES ACTION.** Receives notification that maintenance will cross-cannibalize end-item, annotates documentation, and inputs status change.

**9.4.5.4. EVALUATES AWP END-ITEM.** Reviews management listing or receives notification that piece is not available for AWP end-item. Notifies maintenance, updates file, prepares documentation, cancels backorder, and



turns in property.

**9.4.5.5. INITIATES AND COORDINATES SUPPLY ASSISTANCE/DIFFICULTY REQUEST.**

**9.4.6. PROCESSES REPAIRABLE ITEM:**

**9.4.6.1. PROCESSES TIN.** Checks in property, safeguards classified asset, prepares TIN, inputs data into terminal, and forwards document.

**9.4.6.2. PROCESSES TURN AROUND.** Processes AFTO Form 350 from maintenance shop, performs required research, inputs into terminal, verifies input, and distributes management output.

**9.4.7. MAINTAINS SURVEILLANCE OVER SUPPLY POINT:**

**9.4.7.1. PROCESSES SUPPLY POINT DOCUMENTATION.** Receives notification of issue from a supply point and inputs MSI data into terminal.

**9.4.7.2. PROCESSES SUPPLY POINT AUTHORIZATION ADD, CHANGE, OR DELETE.** Receives notification of or determines change in authorization or location, checks to ensure requisition objective is adequate, and prepares and inputs change.

**9.4.7.3. SCHEDULES AND PERFORMS RECONCILIATION.** Schedules and requests a supply point listing for the selected supply point. Verifies asset/requirement status reflected on the listing and assists in verification process. Processes issue when total asset is less than authorization.

**9.4.7.4. REQUESTS SPECIAL INVENTORY.** Requests special inventory when missing item cannot be located or traced and updates item status upon completion of inventory.

**9.5. REVIEWS REJECT LISTING:**

**9.5.1. REVIEWS LISTING.** Reviews listing to identify discrepancy pertaining to Repair Cycle.

**9.5.2. TAKES CORRECTIVE ACTION.** Performs research to locate lost or misplaced document. Forwards to Document Control or reaccomplishes document.

**9.6. REVIEWS DELINQUENT DOCUMENT LISTING:**

**9.6.1. REVIEWS LISTING.** Reviews listing to identify those delinquent documents applicable to Repair Cycle.

**9.6.2. TAKES CORRECTIVE ACTION.** Performs research to locate lost or misplaced document. Forwards to Document Control or reaccomplishes document.

**10. UNIT TRAINING ASSEMBLY (UTA) PREPARATION.** Performs planning and scheduling task associated with preparation for UTA.

**INDIRECT:** Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the standard indirect description.

**11. SUPERVISION.** All standard indirect tasks apply except I1.2.2.1., I1.2.3.4., I1.7.2., and I1.8.

**I2. ADMINISTRATION.** All standard indirect tasks apply except I2.1., I2.2., I2.3.4., I2.3.5., I2.4., I2.5., I2.6., I2.7., I2.12., I2.14., and I2.15.

**I3. MEETINGS.** All standard indirect tasks apply except I3.1.1., I3.1.2., I3.1.3., I3.1.4., I3.2.1., I3.2.2., I3.2.3., and I3.2.4.

**I4. TRAINING.** All standard indirect tasks apply except I4.1.1.

**I5. SUPPLY.** All standard indirect tasks apply.

**I6. EQUIPMENT MAINTENANCE.** All standard indirect tasks apply except I6.1.1.2., I6.1.2.2., I6.1.3.1., I6.1.3.2., and I6.2.2.

**I7. CLEANUP.** All standard indirect tasks apply except I7.3.2.

STANDARD MANPOWER TABLE												
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE									
Operations Support/415000			426.07 - 1577.97									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
Inventory Mgt	645X0	CIV	3	4	5	6	7	8	9	10	11	
TOTAL			3	4	5	6	7	8	9	10	11	
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
TOTAL												